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**ENGINEERING-SCIENCE, INC.**

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May 17, 1994

Mr. Randy T. Ogg  
EG&G Rocky Flats, Inc.  
Rocky Flats Plant, Bldg. 080  
P.O. Box 464  
Golden, Colorado 80402-0464



000028733

Re: Task Order MTS 343780GG3 under Master Task Subcontract  
MTS 225453RR  
OU4 Phase II Requirements  
Minutes of OU4 Program Coordination Meeting of May 16, 1994

Dear Mr. Ogg:

Enclosed are the minutes of the subject meeting for your review, comment, and information. Comments on these minutes will be recorded in the minutes of the next program coordination meeting, currently scheduled for Monday, May 23, 1994.

Please contact me directly at (303) 764-8811, if you have any questions or need additional information.

Sincerely

Phil Nixon  
Project Manager

cc: Dave Ericson, EG&G  
Steve Paris, EG&G  
Kim Ruger, EG&G  
Joel Zarret, EG&G  
Robin Popish, EG&G (2)  
Bob Glenn, Parsons Environmental  
Rick Wilkinson, Parsons Environmental  
Richard Henry, Engineering-Science  
Cindy Gee, Engineering-Science  
Alan Putinsky, Parsons Environmental  
Mark Austin, EG&G  
Michelle Mckee, EG&G



ADMIN RECORD

A-DU04-000683

**Minutes of Meeting  
OU4 PROGRAM COORDINATION**

**May 16, 1994**

The OU4 Program Coordination Meeting was held at the Engineering-Science, Inc. (ES) offices on May 16, 1994. The meeting was convened to coordinate the programmatic reporting requirements and status of the OU4 Phase II Requirements project (Task Order MTS 343780GG3) with the ongoing efforts for the OU4 Phase I RFI/RI (Task Order MTS 236642GG) and the OU4 Phase I IM/IRA (Task Order MTS 343756GG3). All of these projects are being performed under the Master Task Subcontract MTS 225453RR between ES and EG&G.

The meeting is planned to be a regular weekly meeting, convening at 8:00 am each Monday. A standard Agenda has and been developed as an action during the first several weekly meetings.

**A. ATTENDEES**

Participants in the meeting were:

Alan Putinsky, Parsons	Steve Paris, EG&G
Cindy Gee, ES	Kim Ruger, EG&G
Phil Nixon, Parsons	Joel Zarret, EG&G
Dave Ericson, EG&G	Randy Ogg, EG&G

**B. PURPOSE**

The meeting was convened to review the status and discuss the coordination and communications, and the scheduling, budgeting, and accounting for the OU4 projects.

**C. AGENDA**

The Agenda prepared for the meeting is attached.

EG&G and ES will coordinate by Friday of each week to identify the planned items to be included on the agenda under "Other Issues" for the following Monday meeting. Action: EG&G and ES.

attachment 1

Minutes of OU4 Program Coordination Meeting

May 16, 1994

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D. DISCUSSIONS

1. Review of Prior Minutes

The minutes of the May 9, 1994 meeting had been issued and distributed on May 16, 1994. No other comments were received.

2. Status of Prior Action Items

The status of prior action items was reviewed and discussed. Note that only actions with current pending actions were discussed, as follows:

**Action Item 4**, provide comments on the draft OU4 Phase II Requirements project Master Schedule and Implementation Plan. EG&G furnished handwritten mark-up comments on the draft Implementation Plan. ES has reviewed the comments for incorporation, and has questions concerning the intent of the comments. A separate meeting will be scheduled to review the EG&G comments. A meeting was held on April 25, 1994 between ES and EG&G to review comments. ES will incorporate EG&G comments by May 9, 1994 and incorporate Final WBS and issue revised Plan by May 23, 1994. **Action: ES.**

**Action Item 29**, Provide additional report formats/variance analyses. Revised reports with variance analyses were delivered to EG&G on April 14, 1994. Also, a revised March Budget Status Report is required for the IM/IRA Project. This report was submitted to EG&G on April 27, 1994. **Action: Complete.** EG&G requested that additional information be provided concerning status of Fiscal Year budget allocations for the IM/IRA and the RFI/RI Projects. ES will include this information in the May 10, 1994 report. **Action: Complete.**

**Action Item 30**, Develop rebaseline for IM/IRA. A draft rebaseline was submitted by ES and EG&G provided comments. EG&G requested that ES provide the original baseline hours on the rebaseline report and re-issue for review. This action is scheduled for completion by April 26, 1994. It was decided that the project will not be rebaselined except for the redistribution of budget to account for the schedule slippage. All originally negotiated hours will remain the same and some actual Conceptual Design hours may be transferred to other tasks pending justification by ES. The new rebaseline will be reflected in the May Report on June 10, 1994. **Action: Complete.**

**Action 36**, ES will investigate the status of the Health & Safety Plan becoming a controlled document per EG&G request. This action is scheduled to be complete by the May 16, 1994 Coordination Meeting. **Action: Complete**

Attachment 1

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**Action 37**, EG&G requested the status of ES personnel working on the Phase I and II field work meeting EG&G training requirements. This action is scheduled to be complete by the May 16, 1994 Coordination Meeting. ES will develop a matrix which will show ES personnel and the training that has been completed for Phase I and II. **Action: ES**

**Action 38**, EG&G would like verification on which type of drill rig will be used for the Pond Drilling. ES will investigate and transmit information by the May 16, 1994 Coordination Meeting. This action is still ongoing. **Action: ES**

**Action 39**, EG&G requested clarification on whether any additional wells will be drilled in the Floodplain per the Phase II Field Sampling Plan. **Action: Complete**

**Action 40**, Prepare Phase II schedule and Logic Diagram for EG&G review and comment in a May 16, 1994 meeting at 1:00 p.m. The meeting was held and comments on Phase II logic will be incorporated by ES. **Action: Complete**

**Action 41**, Prepare WBS Dictionary for EG&G review on June 10, 1994. **Action: ES**

Note: Meetings will review only the outstanding and scheduled action items. The format of the action item list has been revised, to provide a running chronology of status.

3. Status Reporting

a. Weekly Project Status

ES provided a consolidated single OU4 program report to provide status for the three (3) projects. Each of the Project Managers reviewed the status of their project. A copy of the weekly status report is attached.

b. Schedule Status

A red-lined schedule status was provided to EG&G for the IM/IRA Project. The Phase II schedule and logic was reviewed on Monday at 1:00 p.m. The comments received from EG&G will be incorporated into the logic.

Attachment 1

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c. Variance Analyses

The April 1994 reports were submitted on May 10, 1994 along with additional Fiscal Year to Date reports. EG&G reviewed during the Coordination meeting and commented on the format of the IM/IRA Project reports and asked that they be revised. ES will incorporate these comments. EG&G also requested that the EAC field on all reports should be used as a forecasting tool to assist EG&G in heading off potential problems. The next scheduled Monthly Status Report and Variance Analysis will be submitted by June 10, 1994.

4. Other Issues

a. EG&G Issues

1) EG&G also set a submittal date for the Phase II Requirements WBS and Dictionary. The submittal date will be June 9, 1994 for EG&G review and approval.

b. Parsons/ES Issues

1) Parsons/ES identified an issue with the OU4 IM/IRA rebaseline, in that baseline resources for the 90% Title Design that will be redistributed as a result of the schedule extension will result in a slip of hours from Contract Year 2 to Contract Year 3. This issue will be reviewed by EG&G after Parsons/ES quantifies the hour and dollar impact to the total IM/IRA budget.

2) Parsons/ES reported that the IM/IRA-EA decision document was modified to indicate that there is vadose zone contamination on the northern hillside and the buffer zone as a result of responding to DOE-HQ comments, re-running the statistics, re-calculating the preliminary remediation goals, and comparing the PRGs to the most recent RFI/RI maps. ES provided a draft report that explained the modifications with respect to Uranium-238 and Radium-226 concentrations.

E. MEETING SCHEDULE

The next OU4 Program Coordination Meeting is scheduled for May 23, 1994, starting at 8:00 am, in the ES-Denver offices.

F. ACTION ITEMS

Action Items will be collected and reported for status at each weekly coordination meeting. The Action Items carried forward from prior meetings and generated during this meeting are identified on the attached Action Item List.

Attachment 1

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**G. ATTACHMENTS**

The following attachments are included with these minutes:

1. Agenda
2. Action Item List
3. Weekly Project Status Report for the Week of May 6 - May 13, 1994

**OU4 Programmatic Meeting**

**May 16, 1994**

**AGENDA**

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- 1. Review of Prior Meeting Minutes**
- 2. Review of Action Items List**
- 3. IM/IRA Rebaseline**
- 4. Schedule Status**
- 5. Review of Weekly Project Status Report**
- 6. Other Issues**

# OU4 PROGRAM COORDINATION ACTION ITEMS

Issue Date: as of May 16, 1994

4	<b>Provide comments on the OU4 Phase II Master Schedule and Implementation Plan</b>		
	Meeting of March 7, 1994 Action identified	EG&G	Mar 14, 1994
	Meeting of March 14, 1994 Action due date change		Mar 21, 1994
	Meeting of March 21, 1994 Action due date change		Mar 28, 1994 (Actual)
	Meeting of March 28, 1994 Comments provided by EG&G Review and status incorporation of comments	ES	Apr 4, 1994
	Meeting of April 4, 1994 Coordinate meeting to review EG&G comments	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Incorporate EG&G Comments	ES	May 9, 1994 (Actual)
	Add Final WBS and Issue <b>Action Ongoing</b>	ES	May 23, 1994
29	<b>Provide Addt'l Report Formats/Variance Analyses</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 14, 1994 (Actual)
	Meeting of April 18, 1994 Formats/variance analyses provided Include Fiscal Year budget status (IM/IRA and RFI/RI)	ES	May 10, 1994 (Actual)
	Meeting of April 25, 1994 Provide revised IM/IRA Budget Status Report <b>Action Complete</b>	ES	May 2, 1994 (Actual)
30	<b>Develop rebaseline for IM/IRA</b>		
	Meeting of April 13, 1994 Action identified	ES	Apr 25, 1994 (Actual)
	Meeting of April 25, 1994 Additional baseline information needed on report	ES	April 26, 1994 (Actual)
	Meeting of May 2, 1994 Revise baseline for schedule extension <b>Action Complete</b>	ES	June 10, 1994
36	<b>Status of Health &amp; Safety Plan (Controlled Document)</b>		
	Meeting of May 9, 1994 Action Identified <b>Action Complete</b>	ES	May 16, 1994 (Actual)



OU4 PROGRAM COORDINATION  
ACTION ITEMS

Issue Date: as of May 16, 1994

37	<b>Status on ES Personnel meeting EG&amp;G Training Requirements for Phase I and II Field Work</b>		
	Meeting of May 9, 1994 Action Identified Provide Training Matrix to EG&G <b>Action Open</b>	ES	May 23, 1994
38	<b>Verification on which type of drill rig will be used for the Pond Drilling</b>		
	Meeting of May 9, 1994 Action Identified <b>Action Open</b>	ES	May 23, 1994
39	<b>Examine whether additional wells will be drilled in the floodplain per the Field Sampling Plan</b>		
	Meeting of May 9, 1994 Action Identified <b>Action Complete</b>	ES	May 16, 1994 (Actual)
40	<b>Prepare Phase II schedule and Logic Diagram for EG&amp;G review and comment in a May 16, 1994 meeting at 1:00 p.m.</b>		
	Meeting of May 9, 1994 Action Identified <b>Action Complete</b>	ES	May 16, 1994 (Actual)
41	<b>Prepare WBS Dictionary for EG&amp;G review on June 9, 1994.</b>		
	Meeting of May 9, 1994 Action Identified <b>Action Open</b>	ES	June 9, 1994